

AUDITOR/CONTROLLER-RECORDER**BUDGET UNIT: MICROGRAPHICS (SDV REC)****I. GENERAL PROGRAM STATEMENT**

The Micrographics fund was established to defray the cost of converting the county recorder's documents into an electronic storage system. The budget primarily reflects expenditures in services and supplies to upgrade and maintain systems that convert the ever-present flow of paper documents to microfilm and/or digital images. There is no staffing associated with this budget unit.

II. BUDGET & WORKLOAD HISTORY

	Actual 2001-02	Budget 2002-03	Estimated 2002-03	Department Request 2003-04
Total Requirements	473,181	919,822	183,973	704,029
Total Revenue	57,674	31,820	-	-
Fund Balance		888,002		704,029

In accordance with Section 29009 of the State Government Code, the entire unreserved fund balance must be appropriated each year. Accordingly, actual expenditures in this fund are typically less than budgeted. The amount not expended is carried over to the subsequent year's budget.

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS**STAFFING CHANGES**

None.

PROGRAM CHANGES

None.

OTHER CHANGES

None.

IV. VACANT POSITION IMPACT

None.

V. OTHER POLICY ITEMS

None.

VI. FEE CHANGES

None.

GROUP: Fiscal
DEPARTMENT: Auditor/Controller-Recorder - SDV REC
FUND: Special Revenue SDV REC

FUNCTION: General
ACTIVITY: Finance

ANALYSIS OF 2003-04 BUDGET

	A	B	C	D	B+C+D E Board Approved Base Budget
	2002-03 Year-End Estimates	2002-03 Final Budget	Base Year Adjustments	Mid-Year Adjustments	
<u>Appropriation</u>					
Services and Supplies	56,104	791,953	-	-	791,953
Transfers	-	-	-	-	-
Total Appropriation	56,104	791,953	-	-	791,953
Operating Transfers Out	127,869	127,869	-	-	127,869
Total Requirements	183,973	919,822	-	-	919,822
<u>Revenue</u>					
Mircro Fees	-	31,820	-	-	31,820
Total Revenue	-	31,820	-	-	31,820
Fund Balance	-	888,002	-	-	888,002

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ANALYSIS OF 2003-04 BUDGET

	E	F	E+F G	H	G+H I	J	I+J K
	Board Approved Base Budget	Recommended Program Funded Adjustments	2003-04 Department Request	Vacant Position Impact	2003-04 Proposed Budget (Adjusted)	Recommended Vacant Restoration	2003-04 Recommended Budget
Appropriation							
Services and Supplies	791,953	(245,571)	546,382	-	546,382	-	546,382
Equipment	-	-	-	-	-	-	-
Transfers	-	157,647	157,647	-	157,647	-	157,647
Total Appropriation	791,953	(87,924)	704,029	-	704,029	-	704,029
Operating Transfer Out	127,869	(127,869)	-	-	-	-	-
Total Requirements	919,822	(215,793)	704,029	-	704,029	-	704,029
Micro Fees	31,820	(31,820)	-	-	-	-	-
Total Revenue	31,820	(31,820)	-	-	-	-	-
Fund Balance	888,002	(183,973)	704,029	-	704,029	-	704,029

Recommended Program Funded Adjustments

Services and Supplies	<u>(245,571)</u>	Reduction is due to more accurate and conservative reflection of actual expenditures.
Transfers	<u>157,647</u>	Increased staff support cost from AAA ACR budget unit (prior year \$127,869).
Total Appropriation	<u>(87,924)</u>	
Operating Transfer Out	<u>(127,869)</u>	Reclassified to transfers.
Total Requirements	<u>(215,793)</u>	
Revenue	<u>(31,820)</u>	Reduction in interest income.
Fund Balance	<u>(183,973)</u>	